

## Distressed Civilian Personnel -- Checklist

SPECIFIC SITUATIONS	BEHAVIOR/SIGNS	GENERAL SUPPORTIVE ACTIONS
A civilian member is experiencing significant distress	<input type="checkbox"/> Loss of concentration <input type="checkbox"/> Isolating self <input type="checkbox"/> Appearing nervous <input type="checkbox"/> Looks sad/depressed <input type="checkbox"/> Work performance has declined <input type="checkbox"/> Suicidal potential <input type="checkbox"/> Displays evidence of alcohol/drug abuse <input type="checkbox"/> Displays aggressive/violent behavior	<input type="checkbox"/> Arrange one-on-one meeting with the person <input type="checkbox"/> Find out if there are current life stressors <input type="checkbox"/> Verbalize to the member that they are valued and support is available <input type="checkbox"/> Communicate that you look forward to seeing them return to prior functioning <input type="checkbox"/> Consider referral to Employee Assistance Program (EAP) <input type="checkbox"/> Consider follow-up meetings with the person to review both personal/work progress and need for further support and work progress <input type="checkbox"/> Document content of meetings
SPECIFIC SITUATIONS	BEHAVIOR /SIGNS	TAILORED SUPPORT
Concern about suicide risk	<input type="checkbox"/> Making vague comments about not wanting to live <input type="checkbox"/> Making threats of self-harm	<input type="checkbox"/> Talk with the person regarding concerns of self-harm <input type="checkbox"/> Consult with Civilian Personnel Office (CPO), Servicing Employee Relations Specialist (SERS) <input type="checkbox"/> If risk appears imminent, be sure someone remains with the person at all times; have person accompanied to emergency room for an evaluation; coordinate with the SERS at the CPO

		<input type="checkbox"/> If threat of suicidal behavior is not imminent, encourage them to seek care through the EAP, a mental health provider or their physician
<b>Concern about violence risk</b>	<input type="checkbox"/> Threatening harm to others <input type="checkbox"/> Displaying angry or aggressive behavior <input type="checkbox"/> Destructive behavior	<input type="checkbox"/> Talk with the person regarding concerns of self-harm <input type="checkbox"/> Prioritize safety of employee and others <input type="checkbox"/> Consult with the SERS at the CPO <input type="checkbox"/> If specific threats are made call local Law Enforcement <input type="checkbox"/> If person displays inappropriate or destructive behavior counsel the person <input type="checkbox"/> Document counseling and inappropriate behavior
<b>Disciplinary problems</b>	<input type="checkbox"/> Argumentative <input type="checkbox"/> Yelling <input type="checkbox"/> Refusing to do work <input type="checkbox"/> Chronically late to work	<input type="checkbox"/> Discuss your concerns with the person <input type="checkbox"/> Ask supervisors and coworkers about the problem(s) <input type="checkbox"/> Coordinate plan with the SERS at the CPO <input type="checkbox"/> Discuss and document the plan for improving the situation with the employee